

Dear Hiring Manager,

I am excited to apply for the Temporary Office Coordinator position in the Departments of English, Philosophy, and Religion at Syracuse University. My diverse background in administrative support, education, and communication aligns well with the requirements of this role, and I am eager to bring my skills to your team.

In my previous role as an Office Assistant at Boston University, I honed my abilities in managing communications, updating records, and creating a welcoming environment for visitors. I efficiently handled alumni requests related to donations, event registration, and contact information, and trained new student employees on office procedures. My experience also included managing office supplies and ensuring smooth daily operations.

In addition to my office experience, I worked as a Summer School Assistant at Our Lady of Pompei/St. Peter's Church, where I supported teachers in daily classroom activities, assisted students with basic math, English, and science lessons, and contributed to maintaining a clean and organized learning environment. This role allowed me to develop strong organizational skills and the ability to manage multiple tasks simultaneously, which will be valuable in handling the varied responsibilities of the Office Coordinator position.

My experience as a Freelance Church Assistant further demonstrates my ability to manage a range of tasks, from live-streaming religious ceremonies to ensuring safety and cleanliness during the COVID-19 pandemic. These experiences have strengthened my ability to multitask and maintain a professional and organized workspace.

I am proficient in Microsoft Office and Google Suite, and I am confident in my ability to perform the administrative and clerical duties required for this role. My strong interpersonal skills and attention to detail will enable me to contribute effectively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of the English, Philosophy, and Religion departments.

Sincerely,
Thienan Tran